



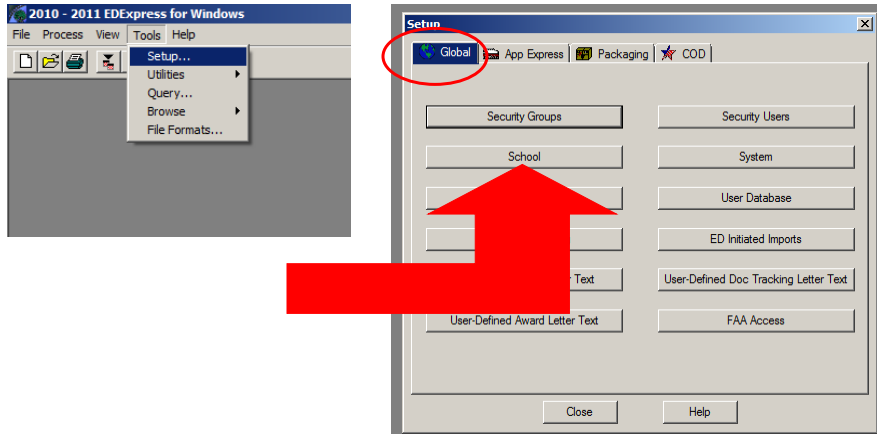
## Using EDExpress to Process Direct Loans



### Agenda

- Global Setup (School)
- COD Setup
  - Direct Loan School
  - System
  - Disbursement
- Loan Originations
  - Manual Entry
  - ISIR Import
- Direct Loan Disbursements
- Exporting Loan Origination and Disbursement Records
- Changing a Direct Loan Disbursement
- Direct Loan Multiple Entry
- Reports

# Global School Setup



# Global School Setup

- If your school already exists in the EDEExpress Database...
  - Retrieve your Direct Loan School code using the "Retrieve" button

# Global School Setup

Federal School Code	School Name	School Street Address
001016	UNIVERSITY OF NORTH ALABAMA	ONE HARRISON PLAZA
001017	GADSDEN STATE COMMUNITY COLLEGE	1001 GEORGE WALLACE DR
001018	GEORGE C WALLACE COMMUNITY COLLEGE	1141 WALLACE DRIVE
001019	HUNTINGDON COLLEGE	1500 EAST FAIRVIEW AVE
001020	JACKSONVILLE STATE UNIVERSITY	700 PELHAM RD NORTH FINCL AID
001021	JEFFERSON DAVIS COMMUNITY COLLEGE	220 ALCO DR
001022	JEFFERSON STATE COMMUNITY COLLEGE	2801 CARSON ROAD
001023	JUDSON COLLEGE	302 BIBB STREET



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# Global School Setup

Federal School Code	School Name	School Street Address
G01821	CALUMET COLLEGE OF SAINT JOSEPH	2400 NEW YORK AVE
G01822	SAINT MARY-OF-THE-WOODS COLLEGE	SAINT MARY OF THE WOODS ROAD
G01823	ST MARY'S COLLEGE	LEMANS HALL
G01824	TAYLOR UNIVERSITY	236 W READE AVE
G01825	TRINE UNIVERSITY	1 UNIVERSITY AVE
G01826	UNIVERSITY OF NOTRE DAME	115 MAIN BUILDING
G01827	VALPARAISO UNIVERSITY	KRETZMANN HALL
G01828	VALPARAISO UNIVERSITY	1000 N 1ST STREET



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## Global School Setup

Setup

School

School Code: G01842

Name: VALPARAISO UNIVERSITY

Address: KRETZMANN HALL

City: VALPARAISO

State: IN Zip Code: 46383

Assumed School: ☐

App Processing Participant: ☐

Direct Loan Participant: ☒

7505 of 13086

Add Delete Save Retrieve...

OK Cancel Help

Close Help



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## Global School Setup

- However, if you are newly approved for Title IV and your school does not exist in the database, it may need to be added...

7505 of 13086

Add Delete Save Retrieve...

OK Cancel Help

Close Help



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# Global School Setup

Setup School

School Code: [ ]

Name: [ ]

Address: [ ]

City: [ ]

State: [ ] Zip Code: [ ]

Assumed School: ☐

App Processing Participant: ☐

Direct Loan Participant: ☐

NEW RECORD

OK Cancel Help

Close

Setup School

School Code: G55555

Name: DIRECT LOAN UNIVERSITY

Address: 830 FIRST STREET NE

City: WASHINGTON

State: DC Zip Code: 20202

Assumed School: ☐

App Processing Participant: ☐

Direct Loan Participant: ☒

NEW RECORD

OK Cancel Help

Close

Setup School

School Code: G55555

Name: DIRECT LOAN UNIVERSITY

Address: 830 FIRST STREET NE

City: WASHINGTON

State: DC Zip Code: 20202

Assumed School: ☐

App Processing Participant: ☐

Direct Loan Participant: ☒

NEW RECORD

OK Cancel Help

Close



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# COD School Setup

2010 - 2011 EDEExpress for Windows

File Process View Tools Help

Setup... Utilities Query... Browse File Formats...

Setup

Global App Express Packaging COD

School System

Disbursement Tolerances

MPN Printer

Close Help



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## COD School Setup

- Your school code must be added to the DL School Setup screen; begin by clicking on the ellipsis...

DL Code	Reporting Entity ID	Attended Entity ID	Funding Method	Default School?
G01002	00100200	00100200	ADVANCE PAY	<input checked="" type="checkbox"/>
E00014	00100200	00100200	ADVANCE PAY	<input type="checkbox"/>
G03509	00100200	00100200	ADVANCE PAY	<input type="checkbox"/>
G30107	00301070	00301070	ADVANCE PAY	<input type="checkbox"/>
G34503	00100200	00100200	ADVANCE PAY	<input type="checkbox"/>

Total MPNs to be Printed: 2    Print to (L)ocal or (P)ermanent Address? P

MPN Print Option: 0    Are You a Special School? ☐

FAA Authorized Official: AUTHORIZED LOAN OFFICIAL    Prompt to Create an Additional Sub/Unsub Loan During Origination Process? ☐

Sub/Unsub Loan Fee Percentage: 1.000    Entrance Interview Required Prior to Disbursement? ☐

PLUS Loan Fee Percentage: 4.000    Disclosure Statement Print Indicator: S

Sub/Unsub Interest Rebate Percentage: 0.500    Actual Disbursement Type: N

PLUS Interest Rebate Percentage: 1.500    Do You Use Multiyear MPNs at Your School? ☒

OK Cancel Help



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## COD School Setup

Find in Field: Federal School Code

Find What: G55555    Find First    Find Next    Filter    All Records    Close    Help

Where: Match Whole Field

Direction: Up Down

Record 6221

OK Cancel



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## COD School Setup

DL Code	Reporting Entity ID	Attended Entity ID	Funding Method	Default School?
G01002	00100200	00100200	ADVANCE PAY	<input checked="" type="checkbox"/>
E00014	00100200	00100200	ADVANCE PAY	<input type="checkbox"/>
G03509	00100200	00100200	ADVANCE PAY	<input type="checkbox"/>
G30107	00301070	00301070	ADVANCE PAY	<input type="checkbox"/>
G34593	00100200	00100200	ADVANCE PAY	<input type="checkbox"/>
G55555	99999999	99999999	ADVANCE PAY	<input type="checkbox"/>

Total MPNs to be Printed:  Print to (L)ocal or (P)ermanent Address?   
 MPN Print Option:  Are You a Special School? ☐  
 FAA Authorized Official:  Prompt to Create an Additional Sub/Unsub Loan During Origination Process? ☐  
 Sub/Unsub Loan Fee Percentage:  Entrance Interview Required Prior to Disbursement? ☐  
 PLUS Loan Fee Percentage:  Disclosure Statement Print Indicator:   
 Sub/Unsub Interest Rebate Percentage:  Actual Disbursement Type:   
 PLUS Interest Rebate Percentage:  Do You Use Multi-year MPNs at Your School? ☒

- Remaining fields must be added:
  - Reporting COD Entity ID
  - Attended COD Entity ID
  - Funding Method
  - Default School?



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## COD School Setup

Total MPNs to be Printed:  Print to (L)ocal or (P)ermanent Address?   
 MPN Print Option:  Are You a Special School? ☐  
 FAA Authorized Official:  Prompt to Create an Additional Sub/Unsub Loan During Origination Process? ☐  
 Sub/Unsub Loan Fee Percentage:  Entrance Interview Required Prior to Disbursement? ☐  
 PLUS Loan Fee Percentage:  Disclosure Statement Print Indicator:   
 Sub/Unsub Interest Rebate Percentage:  Actual Disbursement Type:   
 PLUS Interest Rebate Percentage:  Do You Use Multi-year MPNs at Your School? ☒

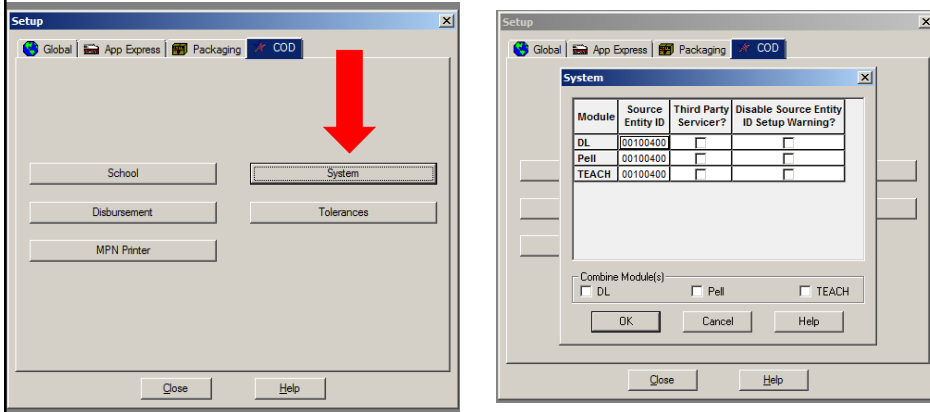
Annotations:

- On-site (EO Express)
- COD Prints (sends to borrower)
- Net Actual Disbursement Amounts entered in Action Amount



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## COD System Setup



The left screenshot shows the 'Setup' window with tabs for Global, App Express, Packaging, and COD. The 'System' button is highlighted with a red arrow. The right screenshot shows the 'System' sub-window with a table of modules and checkboxes for combining them.

Module	Source Entity ID	Third Party Servicer?	Disable Source Entity ID Setup Warning?
DL	00100400	<input type="checkbox"/>	<input type="checkbox"/>
Pell	00100400	<input type="checkbox"/>	<input type="checkbox"/>
TEACH	00100400	<input type="checkbox"/>	<input type="checkbox"/>

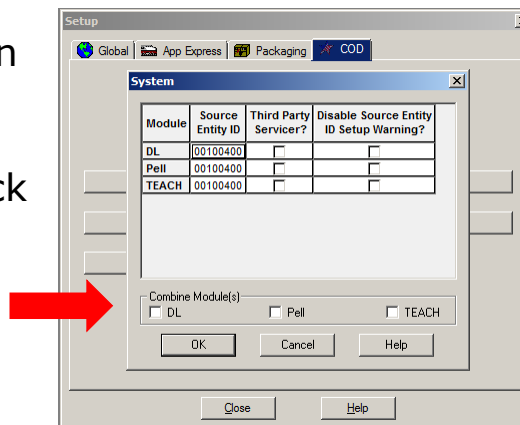
Combine Module(s)  
☐ DL ☐ Pell ☐ TEACH



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## COD System Setup

- To export common record files that contain multiple award types, check the boxes under "Combine Module(s)"



The screenshot shows the 'System' sub-window with a table of modules and checkboxes for combining them. A red arrow points to the 'Combine Module(s)' section.

Module	Source Entity ID	Third Party Servicer?	Disable Source Entity ID Setup Warning?
DL	00100400	<input type="checkbox"/>	<input type="checkbox"/>
Pell	00100400	<input type="checkbox"/>	<input type="checkbox"/>
TEACH	00100400	<input type="checkbox"/>	<input type="checkbox"/>

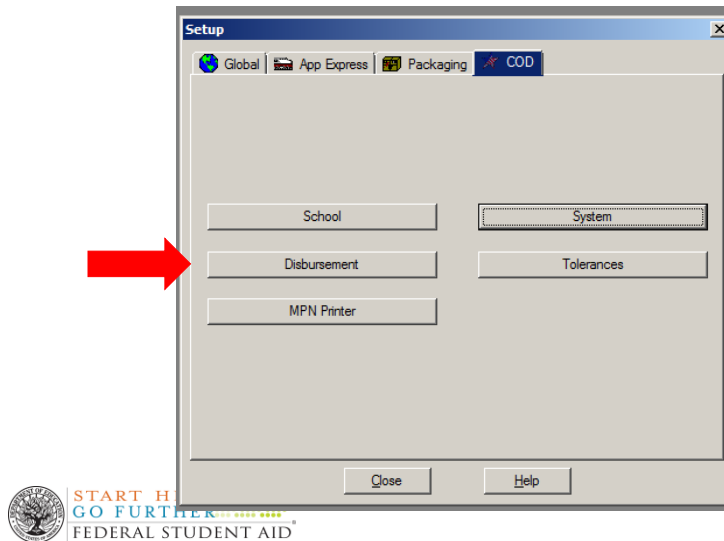
Combine Module(s)  
☐ DL ☐ Pell ☐ TEACH



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## COD Disbursement Setup



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## COD Disbursement Setup

- Clicking on the "add" button will allow you to begin adding Direct Loan Disbursement Profiles to your setup

Disbursement Profile

Module(s)  
☐ DL ☐ Pell ☐ TEACH  
 DL Code:

Disbursement Profile Code:  Inactive: ☒

Disbursement Profile Description:

Academic Year Start Date:  Approved Loan Period Start Date:

Academic Year End Date:  Approved Loan Period End Date:

Disbursement Dates:

#	Date
1	
2	
3	
4	
5	

NEW RECORD

OK Cancel Help

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## COD Disbursement Setup

The screenshot shows two overlapping windows. The top window, titled "Disbursement Profile", has a "Module(s)" dropdown menu with "DL" selected, a "DL Code" field with "G01002", and checkboxes for "Pell" and "TEACH". A red circle highlights the "Module(s)" dropdown, and a red arrow points from it to the "Direct Loan School Codes" window below. The bottom window, titled "Direct Loan School Codes", has a table with the following data:

Direct Loan School Code - School Setup	
E00014	
G01002	
G03509	
G30107	
G34503	
G55555	

At the bottom of the "Direct Loan School Codes" window, there are "OK" and "Cancel" buttons. A red arrow points down to the "OK" button. The status bar at the bottom of the window shows "Record: 6".

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## COD Disbursement Setup

The screenshot shows the "Disbursement Profile" window with the following fields and values:

- Module(s): ☒ DL
- DL Code: G01002
- Pell: ☐
- TEACH: ☐
- Disbursement Profile Code: TEST
- Disbursement Profile Description: FALL 2010 SPRING 2011
- Academic Year Start Date: 08/30/2010
- Approved Loan Period Start Date: 08/30/2010
- Academic Year End Date: 05/15/2011
- Approved Loan Period End Date: 05/15/2011

Below these fields is a table titled "Disbursement Dates":

#	Date
1	09/01/2010
2	01/10/2011
3	
4	
5	

At the bottom of the window, there are "Add", "Delete", "Save", and "Retrieve..." buttons. A red arrow points to the "Save" button. The status bar at the bottom of the window shows "6 of 6".

- Complete the fields on the screen
- Clicking on the "Save" button will save your profile upon completion
- Click "Add" to add additional profiles or "OK" to exit

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## Pit Stop #1

Your Reporting Entity ID and  
Attending Entity ID will always be  
the same

☐ True

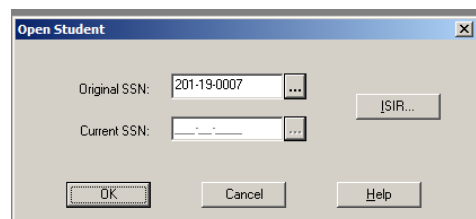
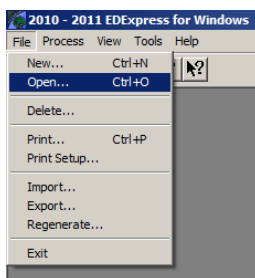
☐ False



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## Adding a Loan Origination Record – Manual Entry

- Go to “File|Open”
- Enter SSN to open student record



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## Adding a Loan Origination Record – Manual Entry

- EDExpress will open student record on the "Demo" tab
- Click on the "Origination" tab...



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## Adding a Loan Origination Record – Manual Entry

- Clicking the "+" button on the menu bar will allow you to add a loan to the system



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## Adding a Loan Origination Record – Manual Entry

- You may select the loan type to create
  - Subsidized
  - Unsubsidized
  - Parent PLUS
  - PLUS for Graduate Students



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## Adding a Loan Origination Record – Manual Entry

- Then you may add your school code (if it's not already displayed), and select your disbursement profile code
- Then click "OK" (2X)



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## Adding a Loan Origination Record – Manual Entry

2010 - 2011 EDEExpress for Windows - [(201-19-0007) SARAH P. PELL GRANT ONE]

File Record Process View Help

Direct Loan Pell Grant TEACH Grant

Borrower Loan Information:

DL Code: G55555

DIRECT LOAN UNIVERSITY

Disbursement Profile Code: -R TEST

Loan Period: -R 08/30/2010 to 05/15/2011

Academic Year: 08/30/2010 to 05/15/2011

Dependency Status:

Loan Amount Approved:

CPS Transaction #:

Borrower's Loan Default/Grant Overpayment:

College Grade Level:

Created By: On: At:

Last Updated By: On: At:

E-mail Address 1:

E-mail Address 2:

Loan ID: 201190007S11G55555001 New Loan

Loan Info PLUS Info Credit Info Change History

MPN Information:

MPN Status: Manifest Document ID:

MPN Expiration Date: Manifest Date:

MPN Print Date: Signed MPN Received:

MPN Print Indicator: -R 0 MPN Acknowledgement Date:

Loan Information:

Origination Date: Origination Status:

Origination Reject Codes: Transmission #: 00

Origination Document ID: Export to COD:

Last Change Document ID:

Booked Document ID:

Export to External:

Inactive Loan? Inactive Loan Date:

Booked Status:

Booked Date: Fee Percentage:

Disclosure Statement Print Indicator: S Rebate Percentage:

Record Source: M

27

## Adding a Loan Origination Record – Manual Entry

Direct Loan Pell Grant TEACH Grant

Borrower Loan Information:

DL Code: G55555

DIRECT LOAN UNIVERSITY

Disbursement Profile Code: -R TEST

Loan Period: -R 08/30/2010 to 05/15/2011

Academic Year: 08/30/2010 to 05/15/2011

Dependency Status:

Loan Amount Approved: 3,500

CPS Transaction #: 02

Borrower's Loan Default/Grant Overpayment: N

College Grade Level: 1

Created By: FSA On: 02/18/2010 At: 16:05:28

Last Updated By: FSA On: 02/18/2010 At: 16:05:28

E-mail Address 1: MACRO@HERE.COM

E-mail Address 2:

Loan ID: 201190007S11G55555001 1 of 1

Loan Info PLUS Info Credit Info Change History

MPN Information:

MPN Status: N Manifest Document ID:

MPN Expiration Date: Manifest Date:

MPN Print Date: Signed MPN Received:

MPN Print Indicator: -R 0 MPN Acknowledgement Date:

Loan Information:

Origination Date: Origination Status: N

Origination Reject Codes: Transmission #: 0

Origination Document ID: Export to COD: N

Last Change Document ID:

Booked Document ID:

Export to External: Y

Inactive Loan? Inactive Loan Date:

Booked Status:

Booked Date: Fee Percentage: 01.000

Disclosure Statement Print Indicator: S Rebate Percentage: 00.500

Record Source: M

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## Adding a Loan Origination Record – Manual Entry

Prom Note info must next be completed

- T=School assumes MPN exists on file at COD
- R=Ready to Print
- P=Printed
- S=Signed
- M=Manifested



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## Adding a Loan Origination Record – Manual Entry (Parent PLUS)

- Parent borrower information must be completed on PLUS Info tab prior to origination
- Click on the "Save" button to save the completed information



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## Adding a Loan Origination Record – Manual Entry (Parent PLUS)

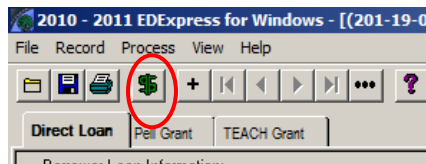
- Credit check information goes on the “Credit Info” tab
- If you let COD do the credit check when you send in the LOR, credit information will update this tab upon import of response file
- If you do an instant credit check online at COD, you must complete this info



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## Adding a Loan Origination Record – Manual Entry

- Once all information is completed and saved on the LOR, you may click the “originate” button, to originate the loan record



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## Adding a Loan Origination Record – Manual Entry

- When the loan is originated, the "Loan Information" box on the right side updates with the Origination Date and Status
  - "R" means "Ready to Export"

Loan Info | PLUS Info | Credit Info | Change History

MPN Information:

MPN Status: R Manifest Document ID: Manifest Date: 02/26/2010

MPN Expiration Date: MPN Print Date: Signed MPN Received: 02/26/2010

MPN Print Indicator: R 0 MPN Acknowledgement Date:

Loan Information:

Origination Date: 02/26/2010 Origination Status: R

Origination Reject Codes: Origination Document ID: Transmission #: 0

Last Change Document ID: Export to CDD: Y

Booked Document ID:

Export to External: Y Inactive Loan Date: 02/26/2010

Booked Status: Booked Date: Fee Percentage: 04.000

Disclosure Statement Print Indicator: S Rebate Percentage: 01.500

Record Source: M

☒ Disclosure Printed



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## Adding Loan Origination Records Using ISIR Import

Import

Global | App Ex | Packaging | Direct Loan | PELL | TEACH

Import Type: Loan Data - ISIR

CDD Common Record Receipt/Response (CRAA110P, CRBN110P, CF)

Loan Data - ISIR

Loan Data - Packaging

Loan Data - External Add (DIEA)

Loan Data - External Change (DIEC)

Report To: ☐ Printer ☐ File ☒ Screen

File...

☐ Prompt for Duplicates? DL Code: R

Loan Type to Create: S

Disbursement Profile Code: R

Selection Criteria...

OK Cancel Help

- From the main menu, go to "Import", then select the Direct Loan tab
- Under "Import Type", select "Loan Data-ISIR"



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## Adding Loan Origination Records Using ISIR Import

- Loan Type to Create must be designated
- DL (School) Code and Disbursement Profile Code must be added
- Selection Criteria can be used to select particular students

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## Selection Criteria/SSN/Queries

**Select Records**

Selected	Student ID	Year Indicator	Student Last Name/SSN Change Flag
<input type="checkbox"/>	239436135DE01	1	
<input type="checkbox"/>	239439004PD01	1	
<input type="checkbox"/>	239443163MA01	1	Y
<input type="checkbox"/>	239460716JA01	1	Y
<input type="checkbox"/>	239464613TD01	1	
<input type="checkbox"/>	239466178B01	1	Y
<input type="checkbox"/>	239486435UL01	1	
<input type="checkbox"/>	239495633RD01	1	
<input type="checkbox"/>	239502370LA01	1	Y
<input type="checkbox"/>	239527153RD01	1	
<input type="checkbox"/>	239537045SA01	1	
<input type="checkbox"/>	239542789BA01	1	
<input type="checkbox"/>	239542916HO01	1	
<input type="checkbox"/>	239544277PD01	1	
<input type="checkbox"/>	239545310MA01	1	
<input type="checkbox"/>	239548209G01	1	Y
<input type="checkbox"/>	239563268EL01	1	Y
<input type="checkbox"/>	239564746CR01	1	

**Query List**

TITLE	PARAMETER QUERY	PREDEFINED QUERY
DISBURSEMENT CODE		
ADD COMMENT CODE		
ADD		
ADD DATE RANGE		
C CODE		
CITIZEN STATUS		
COLLEGE GRADE LEVEL		
CURRENT SSN		
DEPENDENCY STATUS		
EPC RANGE		
ENROLLMENT STATUS		
GRADUATE STUDENTS		
ROM		
HOUSING CODES ALL BLANK		
HOUSING CODES NOT BLANK		
GRS WITH COMMENTS		
GRS WITHOUT COMMENTS		
LAST NAME RANGE		

## Using SSN Range Query

The process involves three main windows:

- Selection Criteria:** A window with fields for Title and Query Title, and buttons for Select Records..., OK, Cancel, and Help.
- Query Grid:** A table listing various queries with checkboxes for Parameter Query and Predefined Query. The 'SSN RANGE' query is highlighted.
- Parameter Query Entry:** A window for defining the query parameters. It includes a table for Field Name, Operator, Field Value, and List Field Value.

Field Name	Operator	Field Value	List Field Value
STUDENT'S CURRENT SSN	>=		
STUDENT'S CURRENT SSN	<=		

At the bottom left is the logo: **START HERE GO FURTHER** FEDERAL STUDENT AID.

## Adding Loan Origination Records Using ISIR Import

The 'Import' window shows the 'In Progress' status for 'Loan Data - ISIR'. The progress bar is at 100%.

Summary of Import Results:

- >>> IMPORT COMPLETE <<<
- Total Records Accepted: 1
- Total Records Rejected: 0
- Total Records Skipped: 3
- Total Records in Document: 4

Direct Loan Import  
Record 4 of 4

Disbursement Profile Code: H TEST

Buttons: OK, Cancel, Help, Selection Criteria...

## Adding Loan Origination Records Using ISIR Import

Report Date: 02/26/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 09:56:53 Federal Direct Loan Program - 2010-2011  
Loan Data - ISIR Import Errors Edit Report

\*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*

Student SSN Student Name  
Loan ID  
Error Message

Total Direct Subs Added: 323  
Total Direct Unsubs Added: 0  
Total PLUS Added: 0  
Total Grad PLUS Added: 0  
Total Added: 323  
Total Records Read: 323  
Total Records in Error: 0  
Total Records Warned: 0  
Total Records Skipped: 0

\*\*\* ALL RECORDS SUCCESSFULLY PASSED EDITS. \*\*\*



GO FURTHER  
FEDERAL STUDENT AID

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## Adding Loan Origination Records Using ISIR Import

- The ISIR data successfully imported into the Direct Loan module and populated the data fields
- Loan Amount Approved must be added

Direct Loan | Pell Grant | TEACH Grant

Borrower Loan Information:

DL Code: 655555

DIRECT LOAN UNIVERSITY

Disbursement Profile Code: R

Loan Period: R 08/30/2010 to R 05/15/2011

Academic Year: 08/30/2010 to 05/15/2011

Dependency Status: 1

Loan Amount Approved: 100

CPS Transaction #: 01

Borrower's Loan Default/Grant Overpayment: Y

College Grade Level: 4

Created By: FSA On: 02/26/2010 At: 09:56:55

Last Updated By: FSA On: 02/26/2010 At: 09:56:55

E-mail Address 1:

E-mail Address 2:

Loan ID: 239688983S11G55555001 1 of 1

Loan Info | PLUS Info | Credit Info | Change History

MPN Information:

MPN Status: N Manifest Document ID:

MPN Expiration Date: Manifest Date:

MPN Print Date: Signed MPN Received: 01

MPN Print Indicator: R 0 MPN Acknowledgement Date:

Origination Date: Origination Status: N

Origination Project Codes: Origination Document ID: Transmission #: 0

Last Change Document ID: Export to COD: N

Booked Document ID:

Export to External: Y

Inactive Loan? Inactive Loan Date: 01

Booked Status: Fee Percentage: 01.000

Booked Date: Rebate Percentage: 00.500

Disclosure Statement Print Indicator: S

Record Source: I

☒ Disclosure Printed



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

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## Pit Stop #2

The disclosure print statement box is filled in

- ☐ by the school when entering data on the origination screen
- ☐ by COD when origination record is received
- ☐ With pre-populated data from COD School Set-up



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## Pit Stop #3

Who can initiate a PLUS Loan Credit Check?

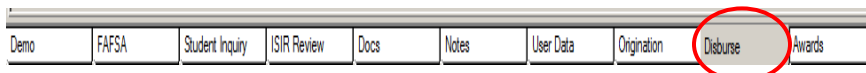
- ☐ School
- ☐ COD
- ☐ PLUS borrower
- ☐ All of the above



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## Creating Direct Loan Disbursements

- Once a loan is originated in EDEExpress, the disbursement tab (bottom left of screen) becomes enabled, allowing the user access to disbursement data for the record



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## Creating Direct Loan Disbursements

2010 - 2011 EDEExpress for Windows - [(239688983-5-11-G5555-001) RICHARD S. THOMAS]

File Record View Help

Direct Loan

Loan Type: DIRECT SUBSIDIZED Loan Amount Approved: \$1,000  
 Loan #: 1 of 1 MPN Status: R  
 Loan Status: R Loan Entrance Interview Date:

Action  
 Disbursement #: Disbursement Type: Disbursement Date: Disbursement Amount: Add Disbursement

Disbursements Payments to Servicing

#/Type	Sequence #	Date	Gross	Fee	Rebate	Net	Adjusted	Release Indicator	Status	First?	Document ID	Extern
1		09/01/2010	500	5	3	498		<input type="checkbox"/>				<input checked="" type="checkbox"/>
2		01/10/2011	500	5	3	498		<input type="checkbox"/>				<input checked="" type="checkbox"/>
3								<input type="checkbox"/>				<input type="checkbox"/>
4								<input type="checkbox"/>				<input type="checkbox"/>
5								<input type="checkbox"/>				<input type="checkbox"/>
6								<input type="checkbox"/>				<input type="checkbox"/>
7								<input type="checkbox"/>				<input type="checkbox"/>
8								<input type="checkbox"/>				<input type="checkbox"/>
Totals			Gross	Fee	Rebate	Net						
Anticipated			1000	10	6	996						
Actual			0	0	0	0						



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## Creating Direct Loan Disbursements

2010 - 2011 EDExpress for Windows - [(239688983-S-11-G55555-001) RICHARD S. THOMAS]

File Record View Help

**Direct Loan**

Loan Type: DIRECT SUBSIDIZED      Loan Amount Approved: \$1,000  
 Loan #: 1 of 1      MPN Status: R  
 Loan Status: R      Loan Entrance Interview Date:

Action: Disbursement #:      Disbursement Type:      Disbursement Date:      Disbursement Amount:      Add Disbursement

Disbursements      Payments to Servicing

#/Type	Sequence #	Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	first?	Document ID	Extern
1/D	1	09/01/2010	500	5	3	498	0	<input checked="" type="checkbox"/>	R	<input type="checkbox"/>		<input checked="" type="checkbox"/>
2		01/10/2011	500	5	3	498		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
3								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
6								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
7								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
8								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
9								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<b>Totals</b>			<b>Gross</b>	<b>Fee</b>	<b>Rebate</b>	<b>Net</b>						
Anticipated			1000	10	6	996						
Actual			500	5	3	498						

45

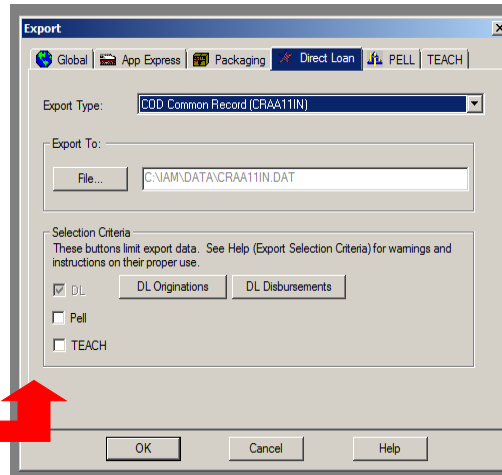
## Pit Stop #4

### The Disbursement Release Indicator....

- ☐ Sends the record to COD
- ☐ Removes the disbursement from the record
- ☐ Changes an anticipated disbursement to an actual disbursement
- ☐ Allows you to send the disbursement record to COD up to 30 days prior to disbursement

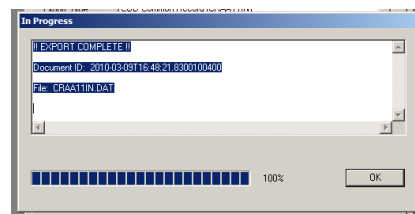
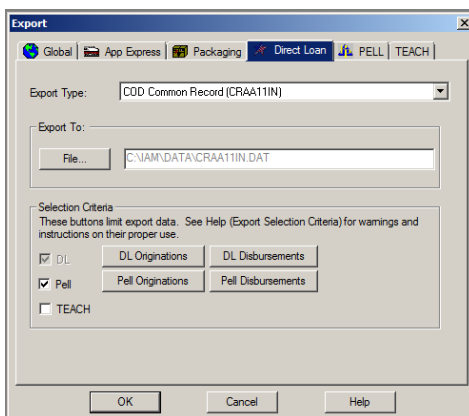
## Exporting Direct Loan Records

- Unless the user indicated in COD System Setup that they would like to combine DL exports with any of the Grants, DL will be exported alone
- You can add grants for export here by selecting the appropriate box(es)



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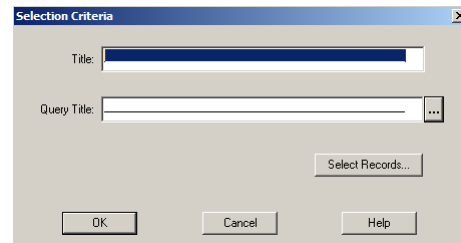
## Exporting Direct Loan Records





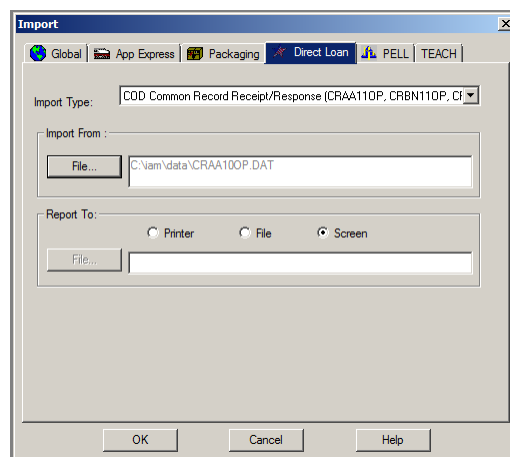
## Exporting Direct Loan Records

- All originations and all disbursements at an "R" or "E" status will be exported unless user designates specific records for export using the selection criteria buttons



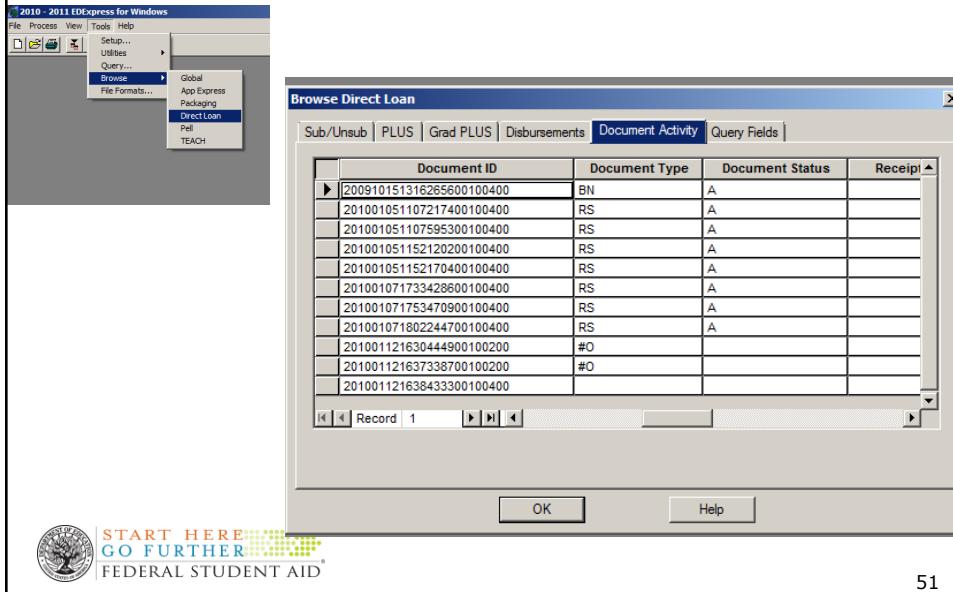
49

## Importing Direct Loan Files



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## Batch Status




The screenshot shows the '2010 - 2011 EDEExpress for Windows' application. The 'Tools' menu is open, showing options like 'Setup...', 'Utilities', 'Query...', 'Disburse', 'File Formats...', 'Global App Express', 'Packaging', 'Direct Loan', 'Pel', and 'TEACH'. The 'Direct Loan' option is selected. The 'Browse Direct Loan' window is open, displaying a table of loan records.

Document ID	Document Type	Document Status	Receipt
200910151316265600100400	BN	A	
201001051107217400100400	RS	A	
201001051107595300100400	RS	A	
201001051152120200100400	RS	A	
201001051152170400100400	RS	A	
201001071733428600100400	RS	A	
201001071753470900100400	RS	A	
201001071802244700100400	RS	A	
201001121630444900100200	#O		
201001121637338700100200	#O		
201001121638433300100400			

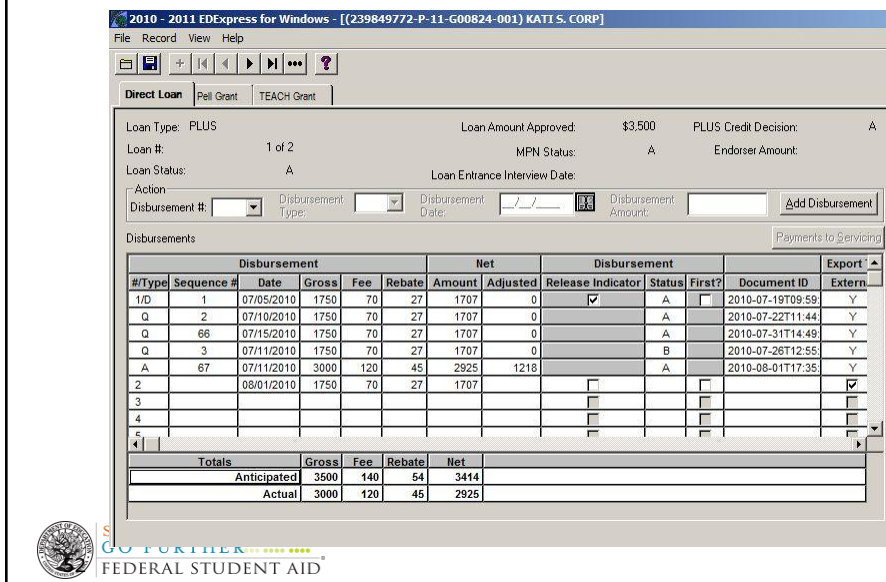
Record 1

OK Help

 **START HERE**  
**GO FURTHER**  
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## Changing Actual Disbursements




The screenshot shows the '2010 - 2011 EDEExpress for Windows' application. The 'Direct Loan' window is open, displaying loan details and a table of disbursements.

Loan Type: PLUS      Loan Amount Approved: \$3,500      PLUS Credit Decision: A  
 Loan #: 1 of 2      MPN Status: A      Endorser Amount:  
 Loan Status: A      Loan Entrance Interview Date:

Action: Disbursement #:      Disbursement Type:      Disbursement Date:      Disbursement Amount:      Add Disbursement

Disbursements

#/Type	Sequence #	Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	First?	Document ID	Extern
1/D	1	07/05/2010	1750	70	27	1707	0	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	2010-07-19T09:59	Y
Q	2	07/10/2010	1750	70	27	1707	0		A	<input type="checkbox"/>	2010-07-22T11:44	Y
Q	66	07/15/2010	1750	70	27	1707	0		A	<input type="checkbox"/>	2010-07-31T14:49	Y
Q	3	07/11/2010	1750	70	27	1707	0		B	<input type="checkbox"/>	2010-07-26T12:55	Y
A	67	07/11/2010	3000	120	45	2925	1218		A	<input type="checkbox"/>	2010-08-01T17:35	Y
2		08/01/2010	1750	70	27	1707		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
3								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Totals			Gross	Fee	Rebate	Net						
Anticipated			3500	140	54	3414						
Actual			3000	120	45	2925						

 **START HERE**  
**GO FURTHER**  
FEDERAL STUDENT AID

## Changing Actual Disbursements


- To make a change to an actual disbursement, click the dropdown box next to "Disbursement #" and select the disbursement number you want to change

Loan Type: DIRECT SUBSIDIZED      Loan Amount Approved: \$3,500  
 Loan #: 1 of 1      MPN Status: A  
 Loan Status: A      Loan Entrance Interview Date:

Action:  
 Disbursement #: 1      Disbursement Type: A      Disbursement Date: / /      Disbursement Amount:       Add Disbursement

Disbursements: 1      Payments to Servicing

Disbursement				Net		Disbursement				Export		
#/Type	Sequence #	Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	First?	Document ID	Extern
2		01/15/2010	1167	17	12	1162						
3		01/30/2010	1166	17	12	1161						

 **START HERE  
GO FURTHER**  
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## Changing Actual Disbursements

Loan Type: DIRECT SUBSIDIZED      Loan Amount Approved: \$3,500  
 Loan #: 1 of 1      MPN Status: A  
 Loan Status: A      Loan Entrance Interview Date:

Action:  
 Disbursement #: 1      Disbursement Type: A      Disbursement Date: / /      Disbursement Amount: 800      Add Disbursement

Disbursements: 1      Payments to Servicing


Adjusted Disbursement entered using Gross or Net Amount

Disbursement				Net		Disbursement				Export		
#/Type	Sequence #	Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	First?	Document ID	Extern
2		01/15/2010	1167	17	12	1162						
3		01/30/2010	1166	17	12	1161						

**Direct Loan**

Loan Type: DIRECT SUBSIDIZED      Loan Amount Approved: \$3,500  
 Loan #: 1 of 1      MPN Status: A  
 Loan Status: A      Loan Entrance Interview Date:

Action:  
 Disbursement #: 1      Disbursement Type: A      Disbursement Date: / /      Disbursement Amount: 800      Add Disbursement

 **START HERE  
GO FURTHER**  
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## Changing Actual Disbursements

**Direct Loan**

Loan Type: DIRECT SUBSIDIZED      Loan Amount Approved: \$3,500  
 Loan #: 1 of 1      MPN Status: A  
 Loan Status: A      Loan Entrance Interview Date:

Action: Disbursement #:      Disbursement Type:      Disbursement Date:      Disbursement Amount:     

Disbursements Payments to Servicing

Disbursement						Net		Disbursement			Export	
#/Type	Sequence #	Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	First?	Document ID	Extern
A	2	01/01/2010	804	12	8	800	-362		R			Y
2		01/15/2010	1167	17	12	1162						✓
3		01/30/2010	1166	17	12	1161						✓
4												✓
5												✓
6												✓
7												✓
8												✓
9												✓
Totals			Gross	Fee	Rebate	Net						
Anticipated			3500	51	36	3485						
Actual			804	12	8	800						



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## Pit Stop #5

To change an actual disbursement amount you enter the difference between the disbursement you reported and what was actually disbursed.

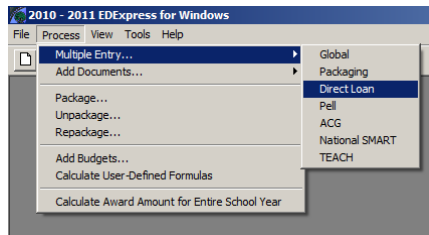
- ☐ TRUE
- ☐ FALSE



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## Direct Loan Multiple Entry

- Multiple Entry is a process that allows the user to make one (or multiple) updates to multiple student records
- From the main menu, select "Process", then "Multiple Entry" then "Direct Loan"



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## Direct Loan Multiple Entry

#	Select	Field	Value	Change to
1	<input type="checkbox"/>	Inactive Loan?		<input type="checkbox"/>
2	<input type="checkbox"/>	MPN Status		<input type="checkbox"/>
3	<input type="checkbox"/>	Date Signed MPN Received		<input type="checkbox"/>
4	<input type="checkbox"/>	Disbursement Number		<input type="checkbox"/>
5	<input type="checkbox"/>	Disbursement Release Indicator (DRI)	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement	<input type="checkbox"/>	<input type="checkbox"/>

SSN File:  ...

Report Destination: ☐ Printer ☐ File ☒ Screen

File:

Sort By: Last Name

OK Cancel Help Selection Criteria



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## Direct Loan Multiple Entry

- Simply select the checkbox to the left of the field(s) you want to update, and then add the value of the field to the "Value" column:

#	Select	Field	Value	Change to
1	<input type="checkbox"/>	Inactive Loan?		
2	<input type="checkbox"/>	MPN Status		
3	<input type="checkbox"/>	Date Signed MPN Received		
4	<input checked="" type="checkbox"/>	Disbursement Number	1	
5	<input type="checkbox"/>			
6	<input type="checkbox"/>			
7	<input type="checkbox"/>			
8	<input type="checkbox"/>			
9	<input type="checkbox"/>			



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## Direct Loan Multiple Entry

- Use the "Selection Criteria" button at the bottom of the page to select specific student records for update



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## Direct Loan Multiple Entry

- Select the record(s) you wish to update, and then select "OK"

Selected	Student's Original SSN - Loan	Loan ID	Student's Last
<input type="checkbox"/>	201-08-6501	201086501U11G01002001	UNSUB LOAN ONE
<input type="checkbox"/>	201-08-6502	201086502S11G01002001	SUB LOAN ONE
<input type="checkbox"/>	201-08-6503	201086503U11G01002001	UNSUB LOAN TWO
<input checked="" type="checkbox"/>	201-08-6504	201086504U11G01002001	UNSUB LOAN THREE
<input checked="" type="checkbox"/>	201-08-6505	201086505S11G01002001	SUB LOAN TWO
<input checked="" type="checkbox"/>	201-08-6506	201086506S11G01002001	SUB LOAN THREE
<input checked="" type="checkbox"/>	201-08-6510	201086510P11G01002001	PLUS LOAN ONE
<input checked="" type="checkbox"/>	201-08-6511	201086511P11G01002001	PLUS LOAN TWO
<input checked="" type="checkbox"/>	201-08-6512	201086512P11G01002001	JPLUS LOAN THREE
<input type="checkbox"/>	201-08-6517	201086517P11G01002001	GRAD PLUS
<input type="checkbox"/>	201-08-6518	201086518P11G01002001	GRAD PLUS TWO

Record 4

OK Cancel Deselect Select All Deselect All Help

OK Cancel Help Selection Criteria



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## Multiple Entry - Disbursement

#	Select	Field	Value	Change to
3	<input type="checkbox"/>	Date Signed MPN Received		<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	Disbursement Number	1	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	Disbursement Release Indicator (DRI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	Action Date		<input type="checkbox"/>
11	<input type="checkbox"/>	Collateral Grade Level		<input type="checkbox"/>

SSN File: File... [ ]

Report Destination: ☐ Printer ☐ File ☒ Screen

File... [ ]

Sort By: Last Name

OK Cancel Help Selection Criteria



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## Multiple Entry

Direct Loan Multiple Entry

	Select	Last Name	First Name	Middle Initial	Loan ID	Disbursement Release Indicator (DRI)	Disburs
1	<input checked="" type="checkbox"/>	JPLUS LOAN THREE	PETER		201086512P11G01002001	<input checked="" type="checkbox"/>	2667
2	<input checked="" type="checkbox"/>	PLUS LOAN ONE	MARY	M	201086510P11G01002001	<input checked="" type="checkbox"/>	4333
3	<input checked="" type="checkbox"/>	PLUS LOAN TWO	KATHERINE		201086511P11G01002001	<input checked="" type="checkbox"/>	3000
4	<input checked="" type="checkbox"/>	SUB LOAN THREE	SAMUEL		201086506S11G01002001	<input checked="" type="checkbox"/>	1500
5	<input type="checkbox"/>	SUB LOAN TWO	EVAN		201086505S11G01002001	<input type="checkbox"/>	1167
6	<input checked="" type="checkbox"/>	UNSUB LOAN THREE	BETTY	M	201086504U11G01002001	<input checked="" type="checkbox"/>	1750

Save Cancel Help

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## Multiple Entry

Direct Loan Multiple Entry

	Select	Last Name	First Name	Middle Initial	Loan ID	Disbursement Release Indicator (DRI)	Disburs
1	<input checked="" type="checkbox"/>	JPLUS LOAN THREE	PETER		201086512P11G01002001	<input checked="" type="checkbox"/>	2667
2	<input checked="" type="checkbox"/>	PLUS LOAN ONE	MARY	M	201086510P11G01002001	<input checked="" type="checkbox"/>	4333
3	<input checked="" type="checkbox"/>	PLUS LOAN TWO	KATHERINE		201086511P11G01002001	<input checked="" type="checkbox"/>	3000
4	<input checked="" type="checkbox"/>	SUB LOAN THREE	SAMUEL		201086506S11G01002001	<input checked="" type="checkbox"/>	1500
5	<input type="checkbox"/>	SUB LOAN TWO	EVAN		201086505S11G01002001	<input type="checkbox"/>	1167
6	<input checked="" type="checkbox"/>	UNSUB LOAN THREE	BETTY	M	201086504U11G01002001	<input checked="" type="checkbox"/>	1750

2010 - 2011 EDEExpress for Windows

Record updates pending, save changes?

Yes No Cancel

Save Cancel Help

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## Multiple Entry

The screenshot shows the 'Direct Loan Multiple Entry' window. It contains a table with the following data:

Select	Last Name	First Name	Middle Initial	Loan ID	Disbursement Release Indicator (DRI)	Disburs
<input checked="" type="checkbox"/>	JPLUS LOAN THREE	PETER		201086512P11G01002001	<input checked="" type="checkbox"/>	2667
<input checked="" type="checkbox"/>	PLUS LOAN ONE	MARY	M	201086510P11G01002001	<input checked="" type="checkbox"/>	4333
<input checked="" type="checkbox"/>	PLUS LOAN TWO	KATHERINE		201086511P11G01002001	<input checked="" type="checkbox"/>	3000
<input checked="" type="checkbox"/>	SUB LOAN					1500
<input type="checkbox"/>	SUB LOAN					1167
<input checked="" type="checkbox"/>	UNSUB LOAN					1750

A confirmation dialog box is displayed in the foreground, titled '2010 - 2011 EDEExpress for Windows'. It contains a yellow warning icon and the text: 'Are you sure you want to update 5 record(s)?'. Below the text are 'Yes', 'No', and 'Cancel' buttons. The 'Direct Loan Mult' label is visible in the bottom left of the dialog box.

At the bottom of the main window are 'Save', 'Cancel', and 'Help' buttons. The 'FEDERAL STUDENT AID' logo is in the bottom left corner.

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## Multiple Entry Update Report

The screenshot shows the 'Multiple Entry Update Report' window. The title bar indicates the file path: '2010 - 2011 EDEExpress for Windows - [C:\Users\DAVID~1\BAR\AppData\Local\Temp\TMP461.tmp]'. The window has a menu bar with 'Print', 'First Page', 'Next Page', 'Prev Page', 'Last Page', 'Two Page', 'Zoom In', 'Zoom Out', and 'Close'.

The report content is as follows:

Report Date: 03/18/2010      U.S. DEPARTMENT OF EDUCATION      Page: 1  
 Report Time: 15:06:33      EDEExpress - 2010-2011  
 Multiple Entry Edit Report  
 Direct Loan

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SSN	Loan ID	Student Name
201-08-6511	201086511P11G01002001	PLUS LOAN TWO, KATHERINE

Field Name      Data in Question  
 Error Message

Actual Disbursement Type  
 Actual disbursement record already exists for this disbursement.

Actual Disbursement Gross Amount  
 You may not enter an action amount where the Gross Amount is the same as the previous transaction for this disbursement number.

Total Records Read:	5
Total Records Accepted:	4
Total Records in Error:	1
Total Fields Accepted:	4
Total Fields In Error:	1

\*\*\* PLEASE REVIEW SKIPPED RECORDS AND REPROCESS IF NECESSARY \*\*\*

The 'FEDERAL STUDENT AID' logo is in the bottom left corner.

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## Multiple Entry

2010 - 2011 EDEExpress for Windows - [(201086504-U-11-G01002-001) BETTY M. UNSUB LOAN THREE]

File Record View Help

Direct Loan

Loan Type: DIRECT UNSUBSIDIZED Loan Amount Approved: \$3,500  
 Loan #: 1 of 1 MPN Status: S  
 Loan Status: R Loan Entrance Interview Date:

Action: Disbursement #: Disbursement Type: Disbursement Date: Disbursement Amount: Add Disbursement

Disbursements Payments to Servicing

#/Type	Sequence #	Date	Gross	Fee	Rebate	Net Amount	Adjusted	Release Indicator	Status	First?	Document ID	Export
1/D	1	01/01/2010	1750	26	18			<input checked="" type="checkbox"/>	R	<input type="checkbox"/>		
2		01/15/2010	1750	26	18	1742		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
3								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
6								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
7								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
8								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
9								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Totals			Gross	Fee	Rebate	Net						
Anticipated			3500	52	36	3484						
Actual			1750	26	18	1742						



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## Pit Stop #6

Multiple Entry is limited to one update for multiple students.

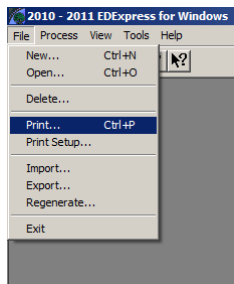
- ☐ TRUE
- ☐ FALSE

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

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## Direct Loan Reports

- There are 20 existing reports in the EExpress Direct Loan Module




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## Pending Actual Disbursements



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2010 - 2011 FDEExpress for Windows - [C:\Users\DAVID~1\BAR\AppData\Local\Temp\ARIF3D4.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 03/18/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 15:30:05 Federal Direct Loan Program - 2010-2011  
 Anticipated Disbursements List

Sort: Last Name

\*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*

Anticipated Disbursements with pending Actual Disbursements

Student's Name PLUS Borrower's Name Loan ID Origination Document ID	Loan Type/ Disb Num	Anticipated Date Gross/Fee Net/Rebate	Actual Date Gross/Fee Net/Rebate	Adjusted Disb Date
GRAD PLUS, EMMA				
201086517P11G01002001	G 1	01/01/2010 \$3,833/ \$153 \$3,719/ \$39	\$0/ \$0/ \$0/	\$0
2010-01-12T16:38:43.3300100400				
	2	01/15/2010 \$3,833/ \$153 \$3,719/ \$39	\$0/ \$0/ \$0/	\$0
	3	01/30/2010 \$3,834/ \$153 \$3,719/ \$38	\$0/ \$0/ \$0/	\$0
GRAD PLUS TWO, LUCAS M.				
201086518P11G01002001	G 2	01/15/2010 \$7,775/ \$311 \$7,542/ \$78	\$0/ \$0/ \$0/	\$0
2010-01-07T17:33:42.8600100400				
JPLUS LOAN THREE, PETER				
PLUS LOAN THREE, MARY	P 2	01/15/2010 \$2,667/ \$106 \$2,587/ \$26	\$0/ \$0/ \$0/	\$0
201086512P11G01002001				
	3	01/30/2010 \$2,666/ \$106 \$2,587/ \$27	\$0/ \$0/ \$0/	\$0
PLUS LOAN ONE, MARY M.				

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## Pending Actual Disbursements by Date Range

Print

Global App Express Packaging Direct Loan Pell TEACH COD

Report  
 List - Anticipated Disbursements ☐ Single ☒ Multiple

Report File Destination  
☐ Printer ☐ File ☒ Screen ☐ Email

SSN File  
 File...

Options  
 Report Type: Pending Actual Disbursements  
 Totals Only? ☐  
 Sort Order: Last Name  
 Anticipated Disb. Date Range: 01/01/2010 To 01/07/2010

Selection Criteria OK Cancel Help Print Setup

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Report Date: 03/18/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 15:34:12 Federal Direct Loan Program - 2010-2011  
 Sort: Last Name  
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Anticipated Disbursements with pending Actual Disbursements

Student's Name PLUS Borrower's Name Loan ID Origination Document ID	Loan Type/ Disb Num	Anticipated Date Gross/Fee Net/Rebate	Actual Date Gross/Fee Net/Rebate	Adjusted Disb Date
<b>GRAD PLUS, EMMA</b>				
20108517P11G01002001	G 1	01/01/2010 \$3,833/ \$153 \$3,719/ \$39	\$0/ \$0/ \$0/	\$0
2010-01-12T16:38:43.3300100400				
<b>SUB LOAN ONE, MARTHA M.</b>				
20108502S11G01002001	S 1	01/01/2010 \$1,750/ \$26 \$1,742/ \$18	\$0/ \$0/ \$0/	\$0
2010-01-12T16:38:43.3300100400				
		<b>ANTICIPATED</b>	<b>ACTUAL</b>	
<b>Grad PLUS Loans:</b>				
Total Grad PLUS Records:		1	0	
Total Gross Amount:		\$3,833.00	\$0.00	
Total Net Amount:		\$3,719.00	\$0.00	
Total Fee Amount:		\$153.00	\$0.00	
Total Rebate Amount:		\$39.00	\$0.00	
<b>PLUS Loans:</b>				
Total PLUS Records:		0	0	
Total Gross Amount:		\$0.00	\$0.00	
Total Net Amount:		\$0.00	\$0.00	
Total Fee Amount:		\$0.00	\$0.00	
Total Rebate Amount:		\$0.00	\$0.00	
<b>Subsidized Loans:</b>				
Total Subsidized Records:		1	0	
Total Gross Amount:		\$1,750.00	\$0.00	
Total Net Amount:		\$1,742.00	\$0.00	
Total Fee Amount:		\$26.00	\$0.00	
Total Rebate Amount:		\$18.00	\$0.00	
<b>Unsubsidized Loans:</b>				
Total Unsubsidized Records:		0	0	
Total Gross Amount:		\$0.00	\$0.00	
Total Net Amount:		\$0.00	\$0.00	
Total Fee Amount:		\$0.00	\$0.00	
Total Rebate Amount:		\$0.00	\$0.00	
<b>Grand Total:</b>				
Total Disbursement Records:		2	0	
Total Gross Amount:		\$5,583.00	\$0.00	
Total Net Amount:		\$5,461.00	\$0.00	
Total Fee Amount:		\$279.00	\$0.00	
Total Rebate Amount:		\$57.00	\$0.00	

\* Actual Disbursement has been adjusted to zero.

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## Pending Actual Disbursements Totals

Print

Global App Express Packaging Direct Loan Pell TEACH COD

Report  
 List - Anticipated Disbursements ☐ Single ☒ Multiple

Report File Destination  
☐ Printer ☐ File ☒ Screen ☐ Email  
 File...

SSN File  
 File... ..

Options  
 Report Type: Pending Actual Disbursements  
 Totals Only? ☒  
 Sort Order: Last Name  
 Anticipated Disb. Date Range: 01/01/2010 To 01/07/2010

Selection Criteria OK Cancel Help Print Setup

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# Pending Actual Disb. Totals

Report Date: 09/18/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 15:37:55 Federal Direct Loan Program - 2010-2011  
Anticipated Disbursements List

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
Sort: Last Name

## Anticipated Disbursements with pending Actual Disbursements

Student's Name	PLUS Borrower's Name	Loan ID	Loan Type/Origination Document ID	Anticipated Date/Disb Num	Actual Date/Gross/Fee Net/Rebate	Adjusted Disb Date
<b>ANTICIPATED</b>						
<b>Grad PLUS Loans:</b>						
Total Grad PLUS Records:				1	0	
Total Gross Amount:				\$3,883.00	\$0.00	
Total Net Amount:				\$3,719.00	\$0.00	
Total Fee Amount:				\$163.00	\$0.00	
Total Rebate Amount:				\$39.00	\$0.00	
<b>PLUS Loans:</b>						
Total PLUS Records:				0	0	
Total Gross Amount:				\$0.00	\$0.00	
Total Net Amount:				\$0.00	\$0.00	
Total Fee Amount:				\$0.00	\$0.00	
Total Rebate Amount:				\$0.00	\$0.00	
<b>Subsidized Loans:</b>						
Total Subsidized Records:				1	0	
Total Gross Amount:				\$1,750.00	\$0.00	
Total Net Amount:				\$1,742.00	\$0.00	
Total Fee Amount:				\$26.00	\$0.00	
Total Rebate Amount:				\$18.00	\$0.00	
<b>Unsubsidized Loans:</b>						
Total Unsubsidized Records:				0	0	
Total Gross Amount:				\$0.00	\$0.00	
Total Net Amount:				\$0.00	\$0.00	
Total Fee Amount:				\$0.00	\$0.00	
Total Rebate Amount:				\$0.00	\$0.00	
<b>Grand Total:</b>						
Total Disbursement Records:				2	0	
Total Gross Amount:				\$5,633.00	\$0.00	
Total Net Amount:				\$5,461.00	\$0.00	
Total Fee Amount:				\$179.00	\$0.00	
Total Rebate Amount:				\$57.00	\$0.00	

\* Actual Disbursement has been adjusted to zero.



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# List - Actual Disbursements

Report Date: 09/18/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 13:46:31 Federal Direct Loan Program - 2010-2011  
Actual Disbursements List

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
Sort: SSN

Student's Name	PLUS Borrower's Name	Loan ID	Disb# / Type	Disb Date	Amount Net/Net Adj	Disb Status	Booked Status
<b>UNSUB LOAN TWO, JESSIE M.</b>							
				201-08-6503			
201086503U1G01002001							
2010-01-07T17:33:42.8600100400			1	01/01/2010	\$ 498	A	Unbooked
Net Disbursement Total for Loan:					\$ 498		
Net Disbursement Total for Student:					\$ 498		
<b>SUB LOAN TWO, EVAN</b>							
				201-08-6505			
201086505U1G01002001							
2010-01-07T17:33:42.8600100400			1	01/01/2010	\$ 1,142	A	Unbooked
			1	01/01/2010	\$ 800	A	
Net Disbursement Total for Loan:					\$ 800		
Net Disbursement Total for Student:					\$ 800		
<b>PLUS LOAN TWO, KATHERINE</b>							
				201-08-6511			
201086511U1G01002001							
2010-01-07T17:33:42.8600100400			1	01/01/2010	\$ 2,910	A	Unbooked
Net Disbursement Total for Loan:					\$ 2,910		
Net Disbursement Total for Student:					\$ 2,910		
<b>GRAD PLUS TWO, LUCAS M.</b>							
				201-08-6518			
201086518U1G01002001							
2010-01-07T17:33:42.8600100400			1	01/01/2010	\$ 7,542	A	Unbooked
Net Disbursement Total for Loan:					\$ 7,542		
Net Disbursement Total for Student:					\$ 7,542		
<b>Total Booked Grad PLUS Records:</b>							
					0		
<b>Total Booked Grad PLUS and PLUS Records:</b>							
					0		
<b>Total Booked Subsidized Records:</b>							
					0		
<b>Total Net Booked Grad PLUS:</b>							
					\$ 0		
<b>Total Net Booked PLUS:</b>							
					\$ 0		
<b>Total Net Booked Grad PLUS and PLUS:</b>							
					\$ 0		
<b>Total Net Booked Subsidized:</b>							
					\$ 0		
<b>Total Unbooked Grad PLUS Records:</b>							
					1		
<b>Total Unbooked Grad PLUS and PLUS Records:</b>							
					2		
<b>Total Unbooked Subsidized Records:</b>							
					1		
<b>Total Unbooked Unsubsidized Records:</b>							
					1		
<b>Total Net Unbooked Grad PLUS:</b>							
					\$ 7,542		



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# List - Loans



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

Report Date: 02/26/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 13:49:31 Federal Direct Loan Program - 2010-2011 Actual Disbursements List  
Status List  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Student's Name PLUS Borrower's Name Loan ID	Current SSN	Disab#	Type	Amount	Disab Status	Booked Status
UNSUB LOAN TWO, JESSIE M.	201-08-6503					
201086503UL001002001		1	D	\$ 498	A	Unbooked
2010-01-07717:33:42.8600100400		01/01/2010		\$ 498		
Net Disbursement Total for Loan:				\$ 498		
Net Disbursement Total for Student:				\$ 498		
SUB LOAN TWO, EVAN	201-08-6505					
201086505SL001002001		1	D	\$ 1,162	A	Unbooked
2010-01-07717:33:42.8600100400		01/01/2010		\$ 1,162		
Net Disbursement Total for Loan:				\$ 1,162		
Net Disbursement Total for Student:				\$ 1,162		
PLUS LOAN TWO, KATHERINE	201-08-6511					
201086511PL001002001		1	D	\$ 2,910	A	Unbooked
2010-01-07717:33:42.8600100400		01/01/2010		\$ 2,910		
Net Disbursement Total for Loan:				\$ 2,910		
Net Disbursement Total for Student:				\$ 2,910		
GRAD PLUS TWO, LUCAS M.	201-08-6518					
201086518PL001002001		1	D	\$ 7,542	A	Unbooked
2010-01-07717:33:42.8600100400		01/01/2010		\$ 7,542		
Net Disbursement Total for Loan:				\$ 7,542		
Net Disbursement Total for Student:				\$ 7,542		
Total Booked Grad PLUS Records:				0		
Total Booked PLUS Records:				0		
Total Booked Grad PLUS and PLUS Records:				0		
Total Booked Subsidized Records:				0		
Total Booked Unsubsidized Records:				0		
Total Net Booked Grad PLUS:				\$ 0		
Total Net Booked PLUS:				\$ 0		
Total Net Booked Grad PLUS and PLUS:				\$ 0		
Total Net Booked Subsidized:				\$ 0		
Total Net Booked Unsubsidized:				\$ 0		
Total Unbooked Grad PLUS Records:				1		
Total Unbooked PLUS Records:				1		
Total Unbooked Grad PLUS and PLUS Records:				2		
Total Unbooked Subsidized Records:				0		
Total Unbooked Unsubsidized Records:				0		
Total Net Unbooked Grad PLUS:				\$ 7,542		

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# List - Status



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

Report Date: 02/26/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 13:49:43 Federal Direct Loan Program - 2010-2011 Status List  
Status List  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Student's Name PLUS Borrower's Name Loan ID	Current SSN	Orig Credit	MPN Dec	Sta	Disb Sta	Disb Type	Disb Amt	Disb Date
UNSUB LOAN TWO, JESSIE M.	201-08-6503							
201086503UL001002001		A	A	A	1	D	\$498	01/01/2010
SUB LOAN TWO, EVAN	201-08-6505							
201086505SL001002001		A	A	A	1	D	\$1,162	01/01/2010
201086505SL001002001		A	A	R	1	A	\$800	01/01/2010
PLUS LOAN TWO, KATHERINE	201-08-6511							
201086511PL001002001		A	A	A	1	D	\$2,910	01/01/2010
GRAD PLUS TWO, LUCAS M.	201-08-6518							
201086518PL001002001		A	A	A	1	D	\$7,542	01/01/2010
Total Unbooked Net Disbursements:							\$12,112.00	
Total Unbooked Net Adjustments:							\$800.00	
B - Batched Origination Records:				0		0.00%		
R - Rejected Origination Records:				0		0.00%		
A - Accepted Origination Records:				4		100.00%		
S - Signed MPNs:				0		0.00%		
M - MPNs Sent on Manifest:				0		0.00%		
X - Pending MPNs:				0		0.00%		
A - Accepted MPNs:				4		100.00%		
T - Existing MPNs:				0		0.00%		
R - Ready Disbursement Records:				1		20.00%		
B - Batched Disbursement Records:				0		0.00%		
R - Rejected Disbursement Records:				0		0.00%		
A - Accepted Disbursement Records:				4		80.00%		
Total Records:				5				

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# List - MPNs



**START HERE  
GO FURTHER**  
FEDERAL STUDENT AID

Report Date: 02/16/2010		U.S. DEPARTMENT OF EDUCATION		PAGE: 1	
Report Title: 14-01-10		Federal Direct Loan Program - 2010-2011			
		Sub/Unsub MPN List		Net: Loan ID	
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT					
-----					
Student's Name	Current SM	MPN	ISIR	Received	Manifest
Loan ID	First MPN	First MPN	First MPN	First MPN	First MPN
Manifest Document ID	Flag	Exp Date	Exp Date	Exp Date	Exp Date
-----					
UNSUB LOAN ONE, JOHN R.	201-08-6501				
201086501L010002001	P				0
STU LOAN ONE, MARTHA M.	201-08-6502				
201086502L010002001	S	02/26/2010			0 *
UNSUB LOAN TWO, JESSIE M.	201-08-6503				
201086503L010002001	A	12/24/2012			0 01/09/2010
UNSUB LOAN THREE, BETTY M.	201-08-6504				
201086504L010002001	P				0
STU LOAN TWO, EVAN	201-08-6505				
201086505L010002001	A	12/24/2012			0 01/09/2010
STU LOAN THREE, SAMUEL	201-08-6506				
201086506L010002001	S	02/26/2010			0 *
FELL GRANT ONE, SARAH P.	001-09-0007				
201190007L1055555001	N				0
TEACH TWO, JOHN J.	201-19-1009				
201191009L010002001	S	02/26/2010			0 *
DE JED TESTING, MELISSA V.	239-43-6135				
239436135L1055555001	N				0
POSH ED TESTING, KIMBLE C.	239-43-9004				
239439004L1055555001	N				0
MASICRKT, MALAY B.	239-44-3163				
239443163L1055555001	N				0
JANISER TESTING, ROBIN L.	239-46-0719				
239460719L1055555001	N				0
TORCE, ANDREW J.	239-46-4613				
239464613L1055555001	N				0
B'AIM, FEDERICO O.	239-46-6178				
239466178L1055555001	N				0
* - Current Date Used					

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**Direct Loans** Federal Direct Stafford Loan  
Federal Direct Unsubsidized Stafford Loan  
Master Promissory Note  
William D. Ford Federal Direct Loan Program

Warning: Any person who knowingly provides false or incomplete information on this form will be subject to penalties which may include fines.

SECTION A: TO BE COMPLETED BY THE BORROWER

1. Borrower's Name and Address  
2. Social Security No.  
3. E-mail Address  
4. Name and Address (street, city, state, zip code)  
5. Date of Birth  
6. Area Code/Telephone No.  
7. References: List four previous U.S. addresses who have known you for at least three years. This reference should be a parent or legal guardian.

SECTION B: TO BE COMPLETED BY THE SCHOOL

8. School Name and Address  
9. School Code/branch  
10. Identification No.

11. I understand that I am borrowing money from the U.S. Department of Education to pay for my education. I agree to repay the loan according to the terms of the promissory note. I understand that I am responsible for repaying the loan, and I agree to make the payments on time. I understand that I am responsible for keeping my contact information up to date. I understand that I am responsible for providing the school with the necessary information to process my loan. I understand that I am responsible for providing the school with the necessary information to process my loan. I understand that I am responsible for providing the school with the necessary information to process my loan.

12. I understand that I may receive one or more loans under this MPN, and that I must repay all loans that I receive under this MPN.

13. Borrower's Signature

14. School's Signature

Page 1 of 8

MPN

To order paper MPNS:

• <http://www.fsapubs.gov/>

• (800) 394-7084

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# Manifest

- Manifest must be shipped with paper MPNs
- Overnight, Express or Certified mail:  
Department of Education  
2011 TechnaCenter Drive  
Montgomery, AL 36117
- Regular Mail:  
Department of Education  
P.O. Box 5692  
Montgomery, AL 36103



Report Date: 02/26/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 14:03:36 Federal Direct Loan Program - 2010-2011  
Sub/Unsub Manifest Sort: SEN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*

MPN MANIFEST SHIPPING DOCUMENT ID: (Not Generated When Printed to Screen)

STUDENT'S CURRENT SEN	MPN ID
SUB LOAN ONE, MARTHA M. 201-98-6502	20108690861001002001
SUB LOAN THREE, SAMUEL 201-98-6508	20108690861001002001
TEACH TWO, JOHN E. 201-19-1003	201191003611001002001

NUMBER OF MPNs FOR SHIPPING: \_\_\_\_\_

I hereby certify that each borrower named on the enclosed MPN/disclosure is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type(s) awarded. I certify that each student is an eligible borrower in accordance with the Act. I further certify that each borrower's eligibility for a Pell Grant has been determined, that each borrower is not incarcerated, and that each borrower has been determined eligible for loan(s) in the amount(s) certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each borrower has met the requirements of the Selective Service Act, that each borrower is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower and the School sections of the MPN/disclosure (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

DL CODE: 001002 NAME: ALBAMA AGRICULTURE AND MECHANICAL UNIVERSITY  
SIGNATURE: \_\_\_\_\_  
FAA NAME: AUTHORIZED LOAN OFFICIAL

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## Pit Stop #7

Which report is most like a 30-day warning report giving you information on Originations, MPN and Disbursements?

- ☐ List-Actual Disbursements
- ☐ List-Loans
- ☐ List-Status
- ☐ Manifest



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# EDEExpress DL Web-based Training

- EDEExpress Web-based training is available on IFAP for users who would like to learn more about using EDEExpress



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